Ordering Instructions

The state agency should contact 22nd Century through its centralized email (govt@tscti.com) in order to generate a purchase order request for temporary worker services. The using Agency is required to define the details of the request to include but not limited to:

- Number of individuals needed;
- Contract Duration;
- Job duties;
- Equipment to be used:
- Knowledge, Skills and education and/or experience;
- Mandatory skills/Certification and Desired Skills;
- Hours of work;
- Over-time required or not;
- Job related attire;
- Position Location;
- Background check is required or not and type of checks required;
- Procuring Agency contact person;
- Other job-related information i.e. parking and
- Due date to respond.

Please provide the following information when corresponding with 22nd Century

- Name
- Title
- Contact Number
- Contact e-mail
- Department
- Agency